

*How To Use The*  
**UNDERWOOD  
STANDARD PORTABLE  
TYPEWRITER**



*Manufactured by the*  
**UNDERWOOD TYPEWRITER COMPANY**  
INCORPORATED  
**UNDERWOOD BUILDING**  
**NEW YORK**





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## INTRODUCTION

The typewriter is now so universally appreciated that many business interests require their travelers to make typewritten reports of sales and other information. This has created a demand for a portable writing machine, and to meet this demand the Underwood Typewriter Company submits to the business world the Underwood Standard Portable Typewriter.

The Underwood Portable has been carefully planned by inventors and constructed by mechanics of many years' experience. The machine has many of the characteristic features that have made the Underwood Standard Typewriter famous.

While the main object has been to build a light portable machine, the fact has not been overlooked that a portable machine must meet all the requirements of the traveler. It must have strength. It must be a good manifolder. It must be simple in construction, and all operating parts easily accessible.

These conditions are all met on the Underwood Standard Portable. The carriage release, the paper release, and the marginal release are all operated with the index finger of the right hand—all within an inch of the cylinder knob. The line-spacing lever, the line space adjusting lever, and the variable line space lever, are all at the left end of the cylinder. The ribbon adjusting levers are together, just below the right hand ribbon spool. The machine takes a full size standard Underwood ribbon—a great convenience. It will also take a nine and one-half inch envelope.

The Underwood Portable, encased for traveling, is the lightest portable machine built.

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Illustrative Diagram (inside back cover)

## **HOW TO USE THE UNDERWOOD STANDARD PORTABLE TYPEWRITER**

### **Inserting Paper.**

To insert paper hold it evenly, well down between the Paper Rest (No. 5) and the Cylinder (No. 6) with the left hand, and turn the Cylinder Knob (No. 14) from you with the right hand.

### **Paper Clamps.**

The Paper Clamps (Nos. 4, 15) may be moved to any position on the cylinder either right or left to accommodate any size paper within the capacity of the machine. When the paper clamps are set, the Marginal Stops (Nos. 22, 25) should be set also to fix the length of the writing line within the space indicated by the paper clamps. When carbon paper is used the paper clamps should be pulled away from the cylinder before moving them, to prevent marring the carbon copy.

### **Paper Release Lever.**

Should the paper be inserted unevenly, the Paper Release Lever (No. 12) may be raised with the index finger of the right hand. This relieves the pressure on the paper so that it may be easily straightened. Note that the Writing Line Scale (No. 7) is two spaces above the Main Scale (No. 10), which extends the full length of the cylinder. The writing line should be adjusted by the main scale, then moved forward two spaces.

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### **Marginal Stops.**

The Marginal Stops (Nos. 22, 25) are on a Rack (No. 23) back of the paper rest (No. 5). This rack is notched to correspond with the main scale in front. The right hand stop (No. 22), as you face the machine, fixes the margin at the beginning of the line, and the left hand stop (No. 25), to which the Bell (No. 24) is attached, locks the type at the end of the line, and shifts the bell to a position that indicates the approach of the end of the line at an equal distance at all times. Both marginal stops (Nos. 22, 25) slide easily on this rack (No. 23) by depressing the top of the stop and pushing it to the desired position. By moving the carriage to the extreme left, the right marginal stop may be set from the front, and vice versa.

### **Marginal and Line-Lock Release.**

To release the marginal stop (No. 22) or the line-lock (No. 25) depress the Marginal Release Key (No. 11) with the index finger of the right hand. This not only unlocks the type at the end of the line, thus permitting the completion of a syllable or word, but it may also be used to permit the movement of the carriage to the right beyond the marginal stop (No. 22).

### **Writing-Line.**

The writing-line is just above the writing-line scale (No. 7), two spaces above the main scale (No. 10).

### **Writing Point.**

The writing point is the space just back of the notch in the type guide (No. 8) and directly in the center of the guide. The position is easily reached by depressing the carriage release lever and moving the carriage to the de-

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sired writing point. The scale will be seen directly in the center of the guide.

### **Line Space Adjusting Lever.**

When the Line Space Adjusting Lever (No. 1) is pushed down to its lowest position the machine is set to write automatically double space. If it is desired to write single space raise this lever to the top.

### **Variable Line Space Lever.**

The Variable Line Space Lever (No. 26) makes it possible to write at any position on the paper from top to bottom. This is convenient for filling in blanks or writing on ruled paper. To adjust the machine for variable line spacing, raise this lever (No. 26).

### **Space-Bar.**

When a word is finished, before writing the next touch the Space-Bar (No. 27). This will give a space each time the space-bar is touched. It moves the carriage without operating the keys.

### **Line Space Lever.**

To return the carriage to begin a new line, place the index finger of the left hand in the curve of the Line Space Lever (No. 2), and push the carriage to the right. If it is desired to space before the carriage reaches the end of the line, place the thumb on the Thumb Piece (No. 3) with sufficient resistance to the forefinger to cause the line spacing to be made instantly.

### **Carriage Release Lever.**

To move the carriage in either direction without writing or changing the line space depress the Carriage

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Release Lever (No. 13) with the index finger of the right hand.

### **Shift Keys.**

The Underwood Portable is a double shift machine. It has three characters to each key. To secure capitals depress the Shift Key marked CAP (No. 28) and strike the desired character while the shift key is down. This CAP key gives all the capitals, also the center characters in the two keys at the extreme right in the first bank of keys. For the numerals and the other special characters depress the Shift Key marked FIG (No. 29).

### **Shift Key Lock.**

When several capitals are required depress the Capital Shift (No. 28) and push down the Shift Key Lock (No. 30). This will hold the carriage in position for writing all capitals. The FIG shift (No. 29) may be locked in the same manner.

### **Shift Key Lock Release.**

To release the Shift Key Lock (No. 30) strike the shift key in use.

### **Back-Space Key.**

To back space, in the event of striking a key too lightly, or for any other reason, depress the Back-Space Key (No. 21).

### **Ribbon.**

The Underwood standard ribbon is used. These ribbons may be procured at any Underwood branch; in fact, wherever typewriter ribbons are sold.



### **Ribbon Reverse.**

To reverse the ribbon move the Lever (No. 19) from one side to the other. When at the right side the ribbon feeds on the left spool (No. 32), and vice versa.

### **Bichrome Ribbon.**

The Bichrome Ribbon Lever (No. 20) makes it possible to use a ribbon with two colors by shifting this lever from one side to the other. When the lever is at the extreme left (under the red) the lower part of the ribbon is used; when moved to the right (under the blue) the upper part of the ribbon is used.

### **Stencil Cutting.**

For stencil cutting the Bichrome Ribbon Lever (No. 20) is moved to the center (under the white), when the Ribbon Guide or Oscillator (No. 9) becomes inoperative.

### **Changing Ribbons.**

Wind the ribbon all on one Spool ( No. 16 or 32), then remove the knurled thumb screws and lift both spools from the Ribbon Cups (Nos. 18, 31). **NOTE CAREFULLY** before taking the ribbon off how it is threaded through the slots (No. 17) in the ribbon cups, also in the ribbon guide (No. 9) at the cylinder, and replace the ribbon in like manner. Attach the end of the new ribbon to the empty spool, and wind it around until the eyelet (in all Underwood ribbons) reaches the hub of the spool. Insert the spools in the cups as before, with the eyelet inside the cup, being careful not to twist the ribbon.

**MAKE SURE** that the ribbon feeds around the front of both spools. It is necessary to have the ribbon well

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down in the cup, with the pin at the side of the ribbon reel in the hole in the ribbon spool.

### **Corrections.**

When it is necessary to make a correction or an erasure the paper should be rolled forward so that the erasure can be made on the top of the cylinder (No. 6), when there will be nothing in the way to prevent neat erasures. After the erasure is made, return the paper to the writing-line with the writing point immediately behind the notch in the type-guide (No. 8) and make the correction.

### **Care.**

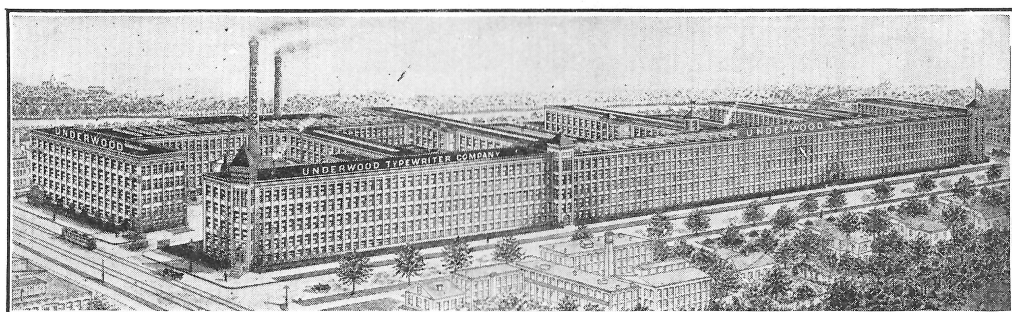
The machine should be kept clean at all times; in fact, it should be thoroughly wiped off each day with a soft cloth, and the Carriage Race-way (No. 33), on which the carriage rides, should be kept free from dust. The machine requires very little oil. No part of the machine should be oiled to such an extent that it will cause an accumulation of dust. The typist should study the machine and understand it, but the screws should not be loosened or any adjustments changed. Do not permit those who are inexperienced to use the machine.

### **Replacing Cover.**

In order to put cover on the machine, first, raise the small carriage lock (No. 34) at left side of the carriage rail, then depress carriage release until carriage stops, when it will be locked. Place cover over the machine with back resting level with baseboard, holding the front at such an angle as will avoid contact with machine. Pull cover forward and downward until the two lugs in back of cover are brought well under the baseboard. Then close.

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*THE LARGEST TYPEWRITER FACTORY IN THE WORLD*







